



Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei
Honouring the Past; Inspiring the Future

POSITION DESCRIPTION

Job Title	Director (Northern, Central, Southern) Region
Directorate/Team	Operations
Report To	Deputy Chief Executive Operations
Role Purpose	The Directors (Northern, Central and Southern) Region have the responsibility for the delivery of heritage property and asset service delivery, archaeology, architecture, crown land disposal, heritage listing, planning, reception and administration services to their regions and areas. The focus will be on the delivery of quality work with a focus on the customer or end user of our services.
Direct Reports	Area Manager(s) Manager Heritage Assets
Key Relationships	Internal – Executive team; Senior Management Team; Staff from Region and Area; staff from across Operations directorate; and all other Heritage New Zealand Pouhere Taonga staff External – Regional and area government, professional and specialist agencies and organisations; Cultural and heritage sector groups.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Manage the delivery of regional and area operations to achieve: Coordinated plans that ensure operational delivery that is aligned with organisational vision, strategies and plans. Delivery of operational requirements including archaeological site protection, archaeological authority recommendations, heritage listings and advocacy of heritage outcomes and requirements. Delivery of heritage property and asset management that advances the interests of heritage. Foster a positive and strategic customer service.
Performance Accountability (2)	Contribute to the organisation accountability documents – Statement of Intent, Statement of Performance Expectations and Annual Plan.
Performance Accountability (3)	Contribute to the operational input to reporting of organisational responsibilities – Annual Report and Ministry



	of Culture and Heritage reporting requirements.
Performance Accountability (4)	Contribute the required input to the Board, the Maori Heritage Council and all sub-committees.
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).
Bi-cultural Responsiveness	Manages to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.
Health and Safety	Manages to ensure all requirements of health and safety are exceeded.
Organisational Policies and Procedures	Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.

Person specification - Essential Competencies and Attributes

Organisational Management and Leadership	<p>Delivers projects and advice on time, within budget and to the highest standards.</p> <p>Ensures staff deliver to the organisations vision, purpose and strategic priorities.</p> <p>Ensures the organisation is trusted and respected and that there is confidence in the development and delivery of regional and area operations.</p>
Intellectual and Analytical Management	<p>Demonstrates highly developed analytical, strategic and management thinking.</p> <p>Analyses information, identifies key issues, considers strategic options, perspectives and solutions.</p> <p>Forward thinking and promotes the achievement of positive heritage outcomes and solutions in the region.</p> <p>Adopts a flexible and positive approach to changing environmental needs and to developing a strategic response to them.</p> <p>Makes recommendations and decisions on appropriate information.</p>
Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Sets high standards of excellence and quality of performance in both self and others.</p>



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<p>External Relationship Building</p>	<p>Builds and maintains positive and constructive working relationships externally especially with regional units of government departments, regional and local authorities, iwi authorities, heritage sector groups and professionals, NGOs and funding agencies and heritage property owners.</p> <p>Achieves clear and effective two way communication with a</p>
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	<p>wide range of people in all situations.</p> <p>Is respectful to the needs of the organisations customers and of heritage stakeholders.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit, as a manager, a leader and team member within the Senior Management Team.</p>
Organisational Behaviours and Values	<p>Promotes awareness of the organisational behaviours and values and models best practice for all staff and stakeholders.</p>

In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

Desired Qualifications and Professional Experiences

Professional Experience and Credibility	<p>Experience in a senior role, including management and leadership of operational, professional and/or technical staff with the capability to compellingly lead, coach and supervise.</p> <p>Experience in a New Zealand government organisation or Crown entity.</p> <p>Experience in operational business planning and delivery, managing projects and budgets and providing sound advice to senior decision-makers.</p> <p>Experience in establishing and/or managing effective administrative and operating systems.</p>
Strategic Thinking	<p>Experience in developing and delivering long range organisational strategy and also to apply strategic thinking to complex operational problems.</p>
A tertiary qualification	<p>Desirable in a relevant discipline, such as business, management, archaeology, architecture, history, resource management, Maori studies, public policy or resource management.</p>